



Minutes - APPROVED

Public Records Board

November 22, 2021; 1:00pm
Virtual Meeting via Teams

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Laundrie, Abbie Norderhaug, Erin Scharlau and Melissa Schmidt

- 1) **Call to Order:** 1:03 PM. Board Chair, Paul Ferguson, welcomed everyone and called the meeting to order.
- 2) **Approval of August 30, 2021, Minutes:** The Board reviewed the August 30, 2021, draft minutes. Paul Ferguson moved, seconded by Julie Laundrie, that the meeting minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- 3) **Comments from the Chair:** Board Chair, Paul Ferguson, thanked everyone for attending. He appreciates everyone's patience and cooperation during this time. Future meetings may continue to be held virtually as appropriate. He reminded everyone to double check the agendas for each meeting.
- 4) **Committee Reports**
 - a. **Records Management Committee**
 - i. **Review of Records Retention Disposition Authorizations (RDAs) on the Fourth Quarter Public Records Board (PRB) Records Series Index:** Committee Chair, Paul Ferguson, reported the Committee met on October 26, 2021. He reported there were 9 RDAs withdrawn after the Committee meeting and the reasons for their withdrawal. He noted that there were a significant number of questions regarding confidential citations this quarter, especially for the submissions from the Department of Consumer Trade and Protection (DATCP). He also said there was some concern about the Employee Trust Funds (ETF) RDAs being dictated by technology and not the record content.

Paul then opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered when possible. Agency representatives in attendance provided input and answered questions. There was significant discussion about the DATCP and ETF submissions.

Paul Ferguson moved, seconded by Staci Hoffman, that RDAs on the index be approved as submitted with the exceptions of RDA 37 submitted by the Investment Bureau, and RDAs 87B, 90, 91, 94, 97, 171, 172, 218, 219, and 273 submitted by DATCP. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X *		
Paul Ferguson	X		

* Melissa Schmidt abstained from the vote regarding the Legislative Reference Bureau's submission.

- b. **Operations and Training Advisory Committee (OTAC):** The Committee Chair, Julie Landrie, reported that the Committee met on October 19 and November 15, 2022. The Committee decided to send a survey out to all state agencies and local units of government regarding FAC00082, Surveillance and Monitoring records, so they could proceed with revisions and recommendations to present to the Board at the first quarter meeting in 2022. The survey will be sent out in early December so responses can be reviewed at the Committee's next meeting.

5) Other:

- a. **2022 Schedule:** Paul Ferguson moved, seconded by Staci Hoffman, that the 2022 schedule be approved as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- b. **Administrative General Records Schedule (GRS), including ADM00011 (Transitory Correspondence and Other Records):** Paul reviewed the history of the GRS and noted the process for renewal has been different and longer than usual due to previous public concern. The Board will not vote on the GRS during this meeting. The Board will discuss the draft and request revisions they want made. The Board discussion focused on proposed RDA ADMIN352, Transitory Records, and revisions to that draft language at length. Following the meeting the draft will be sent to Records Officers for review and comment, and then it will go through the regular review process in first quarter 2022.

6) **Adjourn:** Paul Ferguson moved, seconded by Abbie Norderhaug, that the meeting be adjourned. The motion was approved. Meeting adjourned at 2:33 PM.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Next scheduled meeting: March 21, 2022.